

# **BYLAWS**

## **NORTH DAKOTA VETERANS SERVICE OFFICERS ASSOCIATION**

### ***ARTICLE I***

#### **NAME**

The name of this Association shall be the North Dakota Veterans Service Officers Association.

### ***ARTICLE II***

#### **OBJECTIVE**

The objective of this Association shall be to cultivate a professional society within its membership; to assist in the establishment, maintenance, and perpetuation of County and Tribal Veterans Service Offices. The continuing education and staffing of these offices shall be continued at all times in a manner prescribed by law under the Statutes of the State of North Dakota.

### ***ARTICLE III***

#### **MEMBERSHIP**

**Section 1.** Active membership in this Association shall be limited to the County and Tribal Veterans Service Officers who shall have been duly appointed to those positions under existing North Dakota and Tribal Statutes, and who shall have signified their intention to become active members of this Association by the payment of annual dues.

**Section 2.** The annual dues of this Association shall be set from time to time by the membership of the Association at the Annual Meeting by a majority vote of the members present. Annual dues are due and payable at the time of billing in January. The Secretary-Treasurer shall notify those members who are in arrears no later than March 1<sup>st</sup> of each year, and those whose dues are not paid by the time of the Spring Training Conference that shall automatically be dropped from the membership roster.

**Section 3.** Any member desiring to resign from the Association shall submit his or her written resignation to the Secretary-Treasurer of the Association, who shall present it to the Executive Committee for action.

**Section 4.** Retired Veterans Service Officers who were members in good standing of the North Dakota Veterans Service Officers Association at the time of their retirement shall be Honorary Lifetime Members of this Association, subject to none of the obligations, but entitled to all the privileges of membership, except those of making motions, of voting, or of holding office.

## **ARTICLE IV**

### **OFFICERS**

**Section 1.** The elective officers of this Association shall be the President, Vice President, and Secretary-Treasurer. These officers shall perform their duties as prescribed by these bylaws and the parliamentary authority adopted by the Association. The term of office of the officers shall be concurrent with the office of the President, except that the Secretary-Treasurer shall continue to perform such duties as may be required up to fifteen (15) days following the conclusion of the Annual Meeting. The Secretary-Treasurer shall also serve as Secretary Ex Officio to the Executive Committee, and shall attend such meetings as directed by the President.

**Section 2.** Prior to the Annual Meeting, which is held in conjunction with the Fall Training Conference, the Executive Committee shall appoint a Nominating Committee of three (3) members. It shall be the duty of the Nominating Committee to nominate candidates for the offices to be filled at the Annual Meeting. The Nominating Committee, before making its report, will contact each person whom it wishes to nominate to insure he/she will serve in the specified office if elected. The Nominating Committee shall submit its list of nominees on the first day of the Fall Training Conference. After the Nominating Committee has submitted its report, additional nominations from the floor will be permitted.

**Section 3.** The election of Officers shall be held at the Annual meeting after the Nominating Committee has made its report. Nominations from the floor will be accepted at the time of the election. Officers shall be elected by the majority to serve for two years, or until their successors are elected and installed. Their term of office shall begin at the close of the Annual Meeting at which they were elected. The written ballot may be dispensed with at the time of election when there is only one nominee for an office, providing the election is concurred in by a voice or standing vote called for by the President or President pro tem. Whenever there are more than two (2) nominees for an office, a written ballot will be held between the two nominees receiving the highest of votes on the first ballot. The

nominee receiving the most votes on the second ballot will be declared elected to the office.

**Section 4.** No member shall hold more than one elected office at a time. No member shall be eligible to serve more than three (3) consecutive terms in the same office, with the exception of appointed officers and the Secretary-Treasurer, whose continuation on office in excess of three consecutive terms may be approved by the membership on voice vote.

**Section 5.** These officers shall perform the duties prescribed by these bylaws and the parliamentary authority adopted by the Association.

## **ARTICLE V**

### **MEETINGS**

**Section 1.** A regular meeting of all Association members shall be held each year. This meeting shall be known as the Annual Meeting, to be held in conjunction with the Fall Training Conference. The Annual Meeting shall be held for the purpose of electing and installing officers, receiving reports of officers and committees, and transacting any other business that may come before the meeting. A meeting will also be held in conjunction with the Spring Training Conference; however, the agenda will be as deemed necessary by the President.

**Section 2.** Special meetings can be called by the President or by a majority of the Executive Committee; a meeting can also be called upon receipt of a written request by ten (10) members of the Association. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three (3) days notice shall be given to the membership.

**Section 3.** Fifteen (15) members in good standing shall constitute a quorum for the Annual Meeting, and twenty-five (25) members in good standing shall constitute a quorum for a special meeting.

**Section 4.** The Executive Committee is to be advised and consulted by the North Dakota Department of Veterans Affairs as to the planning and content of the Annual Meeting based on perceived needs and requests of members of the Association.

## ***ARTICLE VI***

### **EXECUTIVE COMMITTEE**

**Section 1.** The Executive Committee shall consist of the following: the President, Vice-President, Secretary-Treasurer, Immediate Past President, and a Member-At-Large who is chosen by the President with approval by the Association membership. The Association President shall act as President of the Executive Committee.

**Section 2** The Executive Committee shall have general supervision of the affairs of the Association between its Annual Meetings. It shall fix the hour and place of meetings not provided for in the bylaws, and make recommendations to the Association. It shall perform such other duties as specified in these bylaws. The Committee shall be subject to the orders of the Association, and its acts shall not conflict with actions taken by the Association.

**Section 3.** Meetings of the Executive Committee may be called by the President, or upon written request of two (2) members of the Board. A simple majority of members of the Board shall constitute a quorum.

**Section 4.** The Executive Committee may receive mileage and expenses to all meetings of the Board, duly called, except if the meeting is called at the time and place of the Annual Meeting.

## ***ARTICLE VII***

### **COMMITTEES**

**Section 1.** A finance and Auditing Committee of two (2) members shall be appointed by the President prior to the Annual Meeting. The Committee shall be responsible for conducting an audit of the Secretary-Treasurer's books for the past year, and for making a report to the Annual Meeting.

**Section 2.** A Bylaws Committee shall be appointed by the President prior to the Annual Meeting as required. This committee, if appointed, shall be responsible for recommending any changes in the bylaws and report any resolutions, with recommendations, to the membership of the Association at the Annual Meeting.

**Section 3.** Except for the Nominating Committee, the President shall appoint such other committees, standing or special, that the Association or the Executive Committee shall from time to time deem necessary to carry on the work of the Association.

**Section 4.** The President shall be an ex-officio member of all committees except the Nominating Committee.

## ***ARTICLE VIII***

### **VACANCIES**

Any vacancy in an elected office or on the Executive Committee shall be filled for the Remainder of the term by the Executive Committee, except that a vacancy in the office of the President shall be filled by the Vice-President. The position of any officer or Executive Committee member shall be considered vacant if the incumbent dies, resigns or relinquishes the position within the Veterans Service Office which made him/her eligible for membership in the Association.

## ***ARTICLE IX***

### **PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Roberts Rules of Order, Newly Revised*, Shall govern the Association in all cases to which they are applicable, and in which they are not inconsistent with these bylaws and any special rules of order adopted by the Association.

## ***ARTICLE X***

### **AMENDMENT OF BYLAWS**

These bylaws can be amended at any Annual Meeting by a two-thirds vote, provided that the amendment shall have been presented in writing and read at the previous meeting, or at least twelve (12) hours before the vote thereon.